



Coding Parent Excusals

2019 CMAS, CoAlt, and Colorado PSAT & SAT Assessments

The following instructions review how to indicate Parent Excusals for the 2019 state assessments in a vendor's system, on answer documents (PSAT & SAT only), or during Student Biographical Data (SBD) reviews through CDE's Data Pipeline. CDE encourages districts to take advantage of SBD windows to confirm all Parent Excusals are correctly identified.

CMAS (all content areas) and CoAlt: Science Social Studies

Parent Excusal codes must be applied separately to student records for each content area. Not Tested and Void Test Score Codes/Reasons are entered through the PearsonAccess^{Next} user interface (UI) or through a Student Test Update (STU) file. The ability to enter this information through either method is determined by user permissions as assigned in PearsonAccess^{Next}. The code for Parent Excusal in the PearsonAccess^{Next} UI is 'Parent Excuse' or '09' through the STU file (the STU role that permits coding of Parent Excusals is available to District Assessment Coordinators through May 15th).

Most students with a Parent Excusal are not in a started/prepared test session in PearsonAccess^{Next}. In these cases, submit Parent Excusals as a **Not Tested Code/Reason of 'Parent Excuse' or '09'** for each content area test assignment. If a student is assigned to a started/prepared test session, CDE recommends removing the student from the test session and applying a **Not Tested Code/Reason of 'Parent Excuse' or '09'** to the record. If the student's test is not removed from the session and is marked complete, submit the Parent Excusal as a **Void Test Score Code/Reason of 'Parent Excuse' or '09'**. Refer to *Appendix K* in the *Spring 2019 CMAS and CoAlt Procedures Manual* for step-by-step directions with screenshots.

Reminders:

- 1) Typing 'Parent Excusal' in the *Marked Complete Reason* field on the *Mark Student Tests Complete* screen in PearsonAccess^{Next} does not invalidate a test or connect to the student's final record; a Void Test Score Code/Reason **MUST** be applied separately.
- 2) If a student record is marked complete or the student begins testing before the excusal is received, the Parent Excusal **MUST** be submitted as a Void Test Score Code/Reason of '09'. A Not Tested Code/Reason will not prevent students from receiving a score if they responded to enough items to meet attemptedness.

Not Tested and Void Test Score Codes may also be verified and updated during the SBD process. Refer to the [CMAS SBD file layout](#) for further SBD details. Use the *Calculated Invalidation* field in SBD or PearsonAccess^{next} to confirm final coding.

CoAlt: ELA and Math (Dynamic Learning Maps)

For students assigned to at least one testlet, Parent Excusals are documented in Educator Portal by selecting '**Parent Refusal**' from the Special Circumstance dropdown menu under Test Management. Building Test Coordinators or District Test Coordinators may indicate codes. Full instructions on reporting Special Circumstance codes are available in the [Special Circumstance Codes Guide](#).

Educator Portal does not include an option to batch submit Special Circumstance codes. Codes are updateable during the DLM SBD review window and can be applied at that time to a number of student records or to records for students who did not receive a test assignment. Because multiple steps must be taken before DLM Special Circumstance codes can be applied for a student in the KITE system, CDE recommends that districts apply Parent Excusal codes during SBD for students who did not begin testing. Refer to the [DLM SBD file layout](#) for further SBD details.

Colorado PSAT and SAT

Parent Excusals can be indicated by gridding '9A' (bubbling in 'A' on row 9) on the answer document in the Special Reporting Use Only section. (Do **NOT** use '4A' as that indicates Student Test Refusal). Other codes are included in the *PSAT and SAT Coordinator Manuals*. Maintain all documentation as indicated in the "What to Do with Materials" table in the *Coordinator Manuals*.

Parent Excusals can also be added to student records during SBD. **Note:** If the student completed enough of the test to receive a score, adding an invalidation code will not prevent College Board from producing a score report for that student. The invalidation code will remove the student's score from state reporting and accountability. Refer to the Colorado [PSAT/SAT SBD file layout](#) for further SBD details.